

**IDFPR**

Illinois Department of
Financial and Professional Regulation
Division of Real Estate

Online Instructions for Real Estate Licensees

How to Add a New Sponsoring Broker (only if currently unsponsored)

Step 1: Log into the Online Services Portal at: <https://online-idfpr.micropact.com> with your User ID and Password.

Note: If you are new to the Online Services Portal and have not yet registered, you will need to do so before you can log in by clicking the "Register" link.

Step 2: Click "Online Services"

Step 3: Click "Licensure Options"



Step 4: Begin (or Continue) a Transaction

To begin, click the "Start" link.

Note: if you have any in-progress transactions they will appear on this screen. Click "continue" to resume or "delete" to start over.

Item	Board	License
Start	Real Estate	471.005024

Step 5: Select "Join a New Brokerage Firm" from the drop-down menu

**Join a New Brokerage Firm
(Only If Un-sponsored)**

Add yourself to a new Brokerage Firm if you are currently Inoperative

Licensure Options - Broker

Fields marked with an asterisk * are required.

1. What action(s) would you like to take? ?

* - select one -

All Fees are Nonrefundable

Fields marked with an asterisk * are required.

3. What action would you like to take?

* - select one -

- Transfer Active License to New Brokerage Firm
- Join a New Brokerage Firm (Only If Un-sponsored)
- Remove Myself from Brokerage Firm (Become Un-sponsored)
- Cancel Pending Brokerage Firm Transfer



Step 6: Add a New Sponsoring Broker

Click “Add” button to begin search

Enter New Sponsoring Broker Information and click "Search"

Best results are obtained by entering only their License Number

Select Sponsoring Broker from Search Results

Click “Add” for your selection or "Detail" if additional information is needed

Confirm Selection

Action Icons are available if deleting or editing is required

Finalize the Selection

Click “Next” to move to the Transaction Review Screen

	Name	License Status	Credential	City/State	Original Issue Date	Current Expiration Date
	Corp	ACTIVE	4780	Springfield , IL	10/16/2017	10/31/2018
	Corp	ACTIVE	4780	Springfield , IL	10/16/2017	10/31/2018
	Corp	ACTIVE	4780	Springfield , IL	10/16/2017	10/31/2018
	Corp	ACTIVE	4780	Springfield , IL	10/16/2017	10/31/2018



Step 7: Review Transaction

Final review of Sponsoring Broker and Fee

Click "Proceed to Payment" to continue

Review

Print Review

Fees

Sponsor Card \$25.00
Total Fees: \$25.00

Licensure Options - Broker

1. Confirm action(s) you would like to take

Transfer Active License to New Brokerage Firm

All Fees are Nonrefundable

Sponsoring Broker Transfer Lookup

5. Enter New Brokerage Firm License Number:

Supervisor
477 : INC

Previous Proceed to Payment Save to Continue Later

Step 8: Pay Invoice and Submit Transfer Request

Enter payment details then click "Pay Invoice" to submit the request.

Note: Once submitted, transfer requests must be approved by the new Sponsoring Broker within 7 calendar days, or the request will expire and the transfer fee forfeited. Please notify your sponsor that a request has been sent to them.

Invoice

Pay Invoice Print

Illinois Department of Financial and Professional Regulation

Date: 8/17/2018
Invoice #

The item was successfully added to the invoice. To add additional transactions to this invoice before making payment, click on a Command in the top menu. Otherwise, click the Pay Invoice button to pay it now.

Description	Amount
MANAGE SUPERVISOR - 475	
Sponsor Card	\$25.00
Subtotal:	\$25.00
Total:	\$25.00

Pay Invoice

\$25 Non- Refundable Fee for each Transfer – Credit Card or eCheck – convenience fees may apply.
Once transfer request is submitted, you will see a receipt screen and an email confirmation from IDFPR will be sent to you.